

CHAPTER 3

ENLISTED ASSIGNMENT SYSTEM

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ENLISTED ASSIGNMENT SYSTEM

3.0 OBJECTIVES OF CENTRALIZED ASSIGNMENT SYSTEM.

The system for the planned reassignment of personnel among the various types of duty is designed to:

- Promote maximum readiness and stability both afloat and ashore.
- Permit equitable opportunity for personnel to serve in duty they consider desirable.

3.01 GENERAL INFORMATION.

a. Detailers are to be guided by the basic policy that non-performance or problem personnel should not be transferred from command to command in response to command efforts "to get rid of them." In all cases of reassignment for cause, the case must be fully documented and a determination on the advisability of processing for discharge will be made prior to assignment. PERS-40 must approve all transfers for cause. In large measure, the quality of the Navy enlisted community results from the determinations concerning unsuitability reached in cases such as those covered in this section.

b. In all cases where suitability for further service is a significant factor, PERS-8 and PERS-40 approval will be obtained prior to issuing orders.

Rotation among sea, shore, and overseas activities is directly influenced by the number of personnel available for assignment, billets authorized, the qualifications of the individual, Time-on-Station and PCS funding. Requiring obligated service to complete the tours prescribed enhances stability. Using projected authorizations, personnel inventory projections and historical data, sea/shore tour lengths have been developed for all communities. DOD has established overseas tour lengths for all overseas areas where Navy personnel are stationed and generally reflect the desirability of duty in that area.

These tour lengths, when applied to the Sea Duty Commencement Date (SDCD), Shore Duty Commencement Date (SHDCD) or date of departure from Continental United States (CONUS), determine an individual's Projected Rotation Date (PRD). The PRD is a planning date and reassignment may occur at other than the PRD due to participation in programs described in other chapters of this manual, or as a result of unanticipated needs of the Navy.

The type of duty to which an individual will be reassigned upon completion of a tour is dependent upon completion of the sea tour or shore tour as specified in this chapter. The normal rotation pattern throughout a career is a repetition of assignments at sea and ashore. To the maximum extent possible, initial assignments will be to sea duty afloat upon completion of initial entry training.

This sea/shore rotation pattern may be modified in individual cases due to many variables such as assignment to duty overseas (either at sea or ashore) or, modified for an entire rating with a billet orientation that is primarily CONUS and Overseas (OUTUS). Urgent service requirements sometimes dictate variance from the normal rotation pattern (See Article 3.19 for rotation of enlisted women).

3.02 ASSIGNMENT POLICY.

In discharging the responsibilities assigned to them by higher authority, Assignment Control Authorities will adhere to the following policies

pertaining to the assignment of enlisted members. Neither race, creed nor color, national origin, nor sex (except where stipulated in title 10 U. S. Code 6015, based on Navy needs or as imposed by host countries), will be factors in the nomination and assignment of naval personnel.

3.021 POSSESSION OF REQUIRED SKILLS. The primary consideration in assignment of personnel to a billet is that the members possess the required skills necessary to fill that billet.

3.022 DELETED (see 3.07 for TIME-ON-STATION (TOS)).

3.023 CONSERVATION OF FUNDS. Also of prime consideration in rotation plans and policies is the conservation of PCS funds. All cost factors involved in the execution of PCS orders will be considered by Assignment Control Authorities with a view of minimizing monetary expenditures while maximizing the effective use of personnel skills and qualifications. Assignments or reassignments involving permanent change of station (PCS) moves will not be authorized and made solely due to passage of time, but will be authorized only when required for national security, DOD specified tour lengths, or required by Navy's unique sea/shore rotation policies.

3.024 EQUITABLE DISTRIBUTION. Members shall be equitably distributed to all activities by experience and skill in proportion to billets authorized. Manning of an activity in excess of authorized billets is not authorized unless Navy-wide excesses exist in a specific community.

3.025 EQUITABLE AND DIVERSIFIED ASSIGNMENTS. Members will be assigned to a variety of duty assignments in order to gain the experience necessary to advance and excel within their rating, and to equitably share any hardship duty that exists.

3.026 TRANSFERS NECESSITATED BY OR RESTRICTED AS A RESULT OF CIVIL INVOLVEMENT OR MILITARY DISCIPLINARY ACTION. When a member commits, or is accused of committing, a civil or military offense which necessitates the member's continued presence in the area for purposes of conducting civil or military hearings, trials, etc., the member will not normally be reassigned from the area. For purposes of this article only, the following circumstances constitute reassignment:

- Transfer to a new duty station.
- Expiration of TAD orders from a parent activity away from the area, which would require the member's return to the parent activity's locale. (In circumstances involving military offenses only, return to parent activity for disciplinary action may be appropriate.)
- If member is attached to a mobile activity (ship, squadron, etc.) departure of the activity from the area.

COMNAVPERSCOM desires to maintain strict control of transfers of this nature. Accordingly, requests for disposition instruction in such cases shall be forwarded via the chain of command to COMNAVPERSCOM (PERS-40). Requests on non-designated SN/FN/AN will be addressed to EPMAC info COMNAVPERSCOM. Requests must include details of the circumstances surrounding the case and recommended course of action. In the event that a unit's departure is imminent, a message, including the aforementioned information, should be utilized.

3.027 REQUIRED ACTIVE DUTY PRIOR TO OVERSEAS ASSIGNMENT. Section 671, Title 10, USC states: "No member of an armed force may be assigned to active duty

on land outside the United States and its territories and possessions, until the member has had twelve weeks of basic training or its equivalent."

3.028 CROSS-DECKING, DIVERT, TEMADD ASSIGNMENTS. Cross-decking is the reassignment of personnel prior to PRD for the purpose of improving the manning in critical skill areas. It should be considered as a last resort action when manning deficiencies cannot be resolved through the normal assignment process. In keeping with this chapter, PCS costs will be considered when cross-decking and the use of personnel already in the same homeport will be maximized.

Cross-decking overseas is considered a Consecutive Overseas Tour (COT) and entitles the member to leave travel as described in article 4.023. A minimum period of six months between deployments is required for personnel who are cross-decked from one ship or squadron to another (except SSBN's). Personnel who volunteer may be reassigned earlier than the six-month period between deployments. Because of the unique nature of SSBN operations, a minimum period of 30 days in an off-crew status is required for personnel who are cross-decked from an SSBN to another submarine. Cross-decks must be approved by the MCA.

Diverts are order modifications of personnel due to elimination of requirements or emergence of higher priority requirements. Diverts must have MCA concurrence.

TEMADD is a short-term additional duty assignment directed and executed by type commander as authorized by the appropriate Manning Control Authority.

- In the interest of personnel stability and the individuals affected by cross decking, it is essential that such practice be strictly controlled by MCA's. Accordingly, actions will be effected with the following criteria:
 - Between units of generally similar type duty.
 - Individual has a minimum of seven months obligated service remaining except when the proposed transfer is a cost transfer outside the same homeport/corporate limits in which case the individual must have a minimum of 12 months obligated service remaining.
- Based on readiness requirements, the MCA's may authorize personnel cross-decks from New Construction Ships after commissioning prior to members' completing 24 months on board with COMNAVPERSCOM waiver.

3.029 FLAG LEVEL REVIEW OF AN ENLISTED ASSIGNMENT. Officers in command may request a Flag Level review of a member's assignment when normal avenues of appeal have been exhausted.

A request for a Flag Level review may be made only by officers in command and only after prior attempts to reach a resolution by consulting with the appropriate assignment branch head and division director have been exhausted.

If resolution cannot be achieved at the division director level, a request for a Flag Level review may be submitted in either message or letter format to Assistant Commander, Navy Personnel Command for Distribution (PERS-4), with information copies to the chain of command. The minimum information required from the commanding officer requesting the Flag Level Review is:

- The member's name and social security number,
- Specific reasons the commanding officer believes the member was unfairly treated,

- The results of the command's discussions with the appropriate assignment branch head and division director,
- Any additional information considered pertinent.

Flag Level review requests received that do not contain all of this necessary information will be held in abeyance until the command submits the required correspondence. Flag Level reviews will be conducted only when the command supports the individual's case.

3.030 PCS OF MEMBERS WITH SCHOOL AGE CHILDREN. To the maximum extent practicable, the Navy will transfer personnel who have family members in primary or secondary school during school breaks to reduce disruption of the school schedule.

3.03 TYPE DUTY CLASSIFICATION CODES.

Five types of duty designations are used to establish sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes. The types of duty are reflected in each command's EDVR as a sea/shore code (SSC). These codes are assigned and, when required, changed by COMNAVPERSCOM (PERS-4). To determine type duty codes, the following criteria applies:

- Shore Duty (Sea/Shore Code 1) - (1) Duty performed in the United States (including Hawaii and Anchorage AK) land based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year. (2) Long term schooling of 18 or more months.
- Sea Duty (Sea/Shore Code 2) - (1) Duty performed in commissioned vessels and deployable squadron's homeport in the United States (including Hawaii Anchorage AK). (2) U.S. land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.
- Overseas Remote Land-based Sea Duty (Sea/Shore Code 3). Duty performed in a land-based activity, which does not require members to be absent more than 150 days per year, but is credited as sea duty for rotational purposes due to the relative undesirability of the geographic area.
- Non-rotated Sea Duty (Sea/Shore Code 4) - (1) Duty performed in commissioned vessels and deployable squadrons' homeported overseas. (2) Overseas land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.
- Overseas Shore Duty (Sea/Shore Code 6). Duty performed in overseas land-based activities, which are credited as, shore duty for rotational purposes. Members are not required to be absent from corporate limits of their duty station in excess of 150 days per year.

3.031 TYPE DUTY REDESIGNATION. When the mission, functions, or the relative desirability of the location of an activity changes, it may be appropriate to submit a request for change in type duty code as described below. Submit the request to COMNAVPERSCOM (PERS-451) via the appropriate chain of command. The appropriate Immediate Superior in the Chain of Command (ISIC) and manpower claimant must endorse all requests. Minimum supporting documentation must include:

- Mission description.
- ITEMPO concerns.

- For Sea/Shore Code 3 requests, completed Tour Site Survey Data Sheet (included in OPNAVINST 1300.15).

- Tabulation of number of days away from parent command during the last 2 years (6 months for newly established commands), using the format below. Divide number of days away by the total number of billet incumbent(s). 24 hours = 1 day.

UIC: 01234

From: 1 October 1998

To: 1 October 2000

<u>BSC</u>	<u>AUTH BILLETS</u>	<u>#PERS ASSIGNED</u>	<u>#DAYS AWAY</u>
0010-PNC	1	1	150
0020-YNP	1	1	160
0030-SK1	<u>1</u>	<u>0</u>	<u>0</u>
TOTAL	3	2	310

310/2 = 155

3.0311 TYPE DUTY DESIGNATION FOR REMOTE LAND-BASED SEA DUTY. Relative desirability of a geographic area will be considered when establishing type duty designation for remote tours and for Navy billets assigned to NON-DOD activities. Request must be submitted using the OPNAVINST 1300.15 Tour Site Survey Data Sheet in addition to the guidelines established in Article 3.031. When two or more activities are in the same geographic area, the Area Coordinator (SNDL Part 2 Section 4) is responsible for submitting a coordinated request. The Tour Site Survey must include general information on the activity, population, geographic location, climate, housing, medical and dental support, education support, support services, transportation, social customs, and sociopolitical conditions.

3.032 REVIEW OF TYPE DUTY DESIGNATION. Periodic reviews of type duty designations will be requested to ensure compliance with the criteria established in Article 3.03. Change requests, following the guidelines established in Article 3.031, will be submitted to COMNAVPERSCOM (PERS-451).

3.04 VARIATIONS IN LENGTH OF SEA AND SHORE TOURS.

The length of tours at sea and ashore for each rating depends primarily on the ratio of shore billets to sea billets. In order to provide both personal and command stability, every effort is being made to achieve a CNO goal of a 3-year sea/3 year shore rotation pattern as feasible. Currently the minimum tour at sea is 3 years and the maximum tour at sea is 5 years. Tour lengths for all rates and certain NECs are contained in the latest effective NAVADMIN.

3.041 SEA INTENSIVE RATINGS. A sea intensive rating is defined as a rating that has a sea/shore rotation of 48/36 or greater. Sea/shore rotation ratios of 47/36 or 48/37 are not classified as sea intensive.

3.042 SEA/SHORE ROTATION AND OVERSEAS TOUR LENGTH CHANGES. To ensure personnel do not experience personal turbulence and to maintain fleet balances, changes in sea/shore rotation that involve increases or decreases in tour lengths will be implemented so that personnel within 6 months of PRD will not be affected. If sea or shore tour is decreased, the change will be structured to ensure those with a PRD in the next fiscal year will remain in that fiscal year and not be changed to a time which would require a PCS move in the current fiscal year.

3.043 RESERVED FOR FUTURE USE.

3.044 PROCEDURES FOR CREDITING PERSONNEL FOR TEMADD SPENT AT SEA WHILE ATTACHED TO SHORE. Personnel who are assigned to an activity classified as Shore Duty (Sea/Shore Code 1 or 6) and are directed by higher authority to perform TEMADD aboard an activity classified as Sea Duty (Sea/Shore Code 2, 3, 4) may request compensation for the period of TEMADD from COMNAVPERSCOM (PERS-451D) and will be given credit as outlined below:

TEMADD FROM TYPE DUTY	TO TYPE DUTY	ACTION
1	2, 3, or 4	Extension of current PRD or reduction of PST upon return to sea duty as desired by member. Personnel under orders at time of request will have their PST reduced for the TEMADD period (see adjustment scale I below).
6	2, 3, or 4	Extension of current PRD or reduction of PST upon return to sea duty as desired by member. Personnel under orders to sea duty will have their PST adjusted for the TEMADD period (See adjustment scale II below).

ADJUSTMENT SCALE I

DAYS TEMADD	ADJUSTMENT IN MONTHS
1 - 30	0
31 - 60	1
61 - 90	2
91 - 120	3
121 - 150	4
151 - 180	5
181 - 210	6
211 - 240	7

ADJUSTMENT SCALE II

DAYS TEMADD	ADJUSTMENT IN MONTHS
*	
1 - 150	0
151 - 160	1
161 - 170	2
171 - 180	3
181 - 210	4
211 - 240	5
	etc.

NOTE: Upon completion of TEMADD, a copy of travel authority, travel orders and copy of service record NAVPERS 1070/605 (page 5) must be forwarded with request for determination of compensation for TEMADD spent at sea.

3.05 ACTIVITY TOUR (UPON COMPLETION OF DEPARTMENT OF DEFENSE (DOD) AREA TOUR OVERSEAS).

Members in certain ratings who have otherwise completed the required DOD area tour may still have time remaining on their Prescribed Sea Tour (PST) or Normal Shore Tour (NST). The following procedures are in effect in the reassignment of such members.

3.051 PROCEDURES FOR PERSONNEL COMPLETING DOD AREA TOUR (TYPES 3, 4 DUTY). Personnel who complete a DOD area tour and have time remaining on their PST will be reassigned per the following:

- 0-6 months:

-- Voluntarily remain onboard to complete PST or longer tour; or

-- Transfer to shore duty for normal tour. Personnel must have or agree to acquire a minimum 12 months obligated service (OBLISERV) to be eligible for assignment ashore. Personnel who do not desire to acquire necessary

OBLISERV will be extended on board to complete PST or EAOS whichever is less.

- 7-11 months, with PST remaining:

-- Remain onboard to complete PST or longer tour; or

-- Transfer to CONUS sea duty to complete 12 month minimum tour. For those personnel with 5 year sea tour (MST) the activity tour will be 12 months or completion of MST whichever is longer, remaining PST may be waived by COMNAVPERSCOM for additional Obligated service. Personnel must have or agree to acquire a minimum of 12 months-obligated service at new command to be eligible for assignment to CONUS. If member elects a CNO priority two shore assignment (i.e., Recruiting, Physical Security, RDC billet), a waiver of up to 24 months of PST will be considered.

- 12 months or more:

-- Remain onboard to complete PST or longer tour; or

-- Transfer to CONUS sea duty with PRD established to provide 12 months at new command or to complete PST, whichever is longer. Personnel must have or agree to acquire a minimum of 12 months-obligated service at new command to be eligible for assignment to CONUS. If member has less than 24 months remaining on PST, waiver of up to 24 months will be considered if member elects a CNO priority two shore assignment (i.e., Recruiting, Physical Security, RDC Billet). See NOTE 2.

NOTE 1: The maximum involuntary extension for sea duty aboard a unit homeport in any overseas area will not exceed Prescribed Sea Tour (PST) or EAOS whichever is less. Personnel whose EAOS is within 11 months after the PRD from the member's current area tour will be automatically extended to EAOS if necessary obligated service is not acquired for normal rotation.

NOTE 2: Personnel assigned from Overseas units (type 4 duty less Hawaii) to CONUS-based sea duty to complete their Prescribed Sea Tours (PST) will be ordered for a period of one year or time required to complete PST, whichever is longer. Personnel must have or agree to acquire a minimum of twelve months-obligated service at new command to be eligible for assignment to CONUS.

3.052 PROCEDURES FOR PERSONNEL COMPLETING DOD AREA TOUR (TYPE 6 SHORE DUTY LESS HAWAII). Personnel who complete a DOD area tour and have time remaining on their NST will be offered the following options:

- 1-6 months:

-- Remain onboard to complete NST; or

-- Transfer to sea duty to start PST. Requires 12 months retainability (See Article 4.05).

- 7-11 months:

-- Remain onboard to complete NST; or

-- Transfer to sea duty to start PST. Requires 12 months retainability (See Article 4.05); or

-- Transfer to shore duty to complete their NST. However, in the interest

of cost effectiveness this would be a move to a FLEET concentration area where the member can expect to receive orders for follow-on assignment to sea duty. Personnel must have or agree to acquire a minimum of 12 months-obligated service at new command to be eligible for assignment to CONUS. (See Article 3.052, Note 1.)

- 12 months or more:

- Remain on board to complete NST; or

- Transfer to sea duty to start PST; or

- Transfer to another shore duty activity near a FLEET concentration area for completion of NST.

3.06 PROJECTED ROTATION DATE (PRD).

3.061 ESTABLISHMENT. A PRD for a member's next duty station is established when assignment orders are written. This PRD is based on an individual's pay grade or projected pay grade (in the case of selectees) at the time orders are written and the community in which member will serve at the new duty station. Advancement or reduction in rate will not affect PRD(s). A PRD will not normally be changed once established unless there is a change made to the sea/shore tours for an entire community.

3.0611 GENERAL RULES FOR ESTABLISHING PRDs:

- All PRD determinations are based upon distribution rates/NEC, except for spouse collocation and overseas area(s), which are based on DOD requirements.

- PRD never exceeds Estimated Date of Loss to Navy (EDLN).

- PRD is determined without regard to OBLISERV, except for overseas tours.

- Detailers may issue orders up to 3 months prior to PRD and up to 4 months after PRD is established. This 7-month PRD detailing window provides flexibility for an individual to negotiate orders and the detailer to accommodate duty preferences while meeting enroute-training requirements. It also provides a larger pool of Sailors to match to requirements, improving fleet readiness by reducing billet gaps of key positions at sea and correcting sea/shore imbalances in some ratings.

- PRDs are established as follows:

- CONUS - Month Member reports

- OUTUS - Month member departs CONUS (see chapter 4 for exceptions).

3.0612 SEA DUTY (TYPE 2) ASSIGNMENT RULES.

- PRD based on full PST.

3.0613 FIRST-TERM PERSONNEL PRD ASSIGNMENT.

CONUS

- Members initially assigned to CONUS shore duty will be assigned a 24 month tour. Set PRD for a 24 month shore tour. First-term Sailors will be assigned to sea duty (type 2 or 4) upon completion of an initial assignment to a 24 month shore tour.

- Members assigned to sea duty homeported in CONUS will be assigned a tour length to either match their EAOS as extended or Prescribed Sea Tour (PST), whichever is less. Set PRD to match whichever is less - EAOS as extended or PST. Exception - ships and units homeported in CONUS but operate in an overseas area for one year or more - set PRD for a one year tour.

OVERSEAS

- Members assigned to overseas type 2 or 4 duty (including Hawaii) will be assigned a PRD of 36 months unless otherwise specified. Set PRD for a 36 month sea tour unless otherwise directed for specific locations and/or commands. After completion of the 36 month tour, first term Sailors will be assigned in accordance with the first term limitations outlined in this manual and OPNAVINST 1300.15.

- Members assigned to overseas type 3 or 6 duty will be assigned a tour length to match the applicable DOD tour established by DOD Directive 1315.7. Set PRD for the applicable (accompanied or unaccompanied) DOD area tour. Extensions will not normally be authorized.

RATINGS WITHOUT SEA/ShORE ROTATION

- Ratings identified as having a CONUS/OUTUS rotation (i.e., AG, CT, LN, and certain NEDCs for HM and DT) vice sea and shore will be assigned per the latest effective NAVADMIN for sea/shore rotation tour lengths (see notes section). All OUTUS shore duty assignments must comply with DOD Area Tour lengths listed in DOD Directive 1315.7.

INITIAL SHORE TOUR

- Members ordered to shore duty for their first tour (duty types 1, 3 and 6) will normally be for a maximum of 24 months. While it is recognized that there will be exceptions, the assignment process goal is for first-term Sailors to be available for assignment to sea duty during their first enlistment.

3.062 RECORDING. When assignment orders are written, the PRD will be reflected in the ultimate activity's Enlisted Distribution and Verification Report (EDVR).

3.063 VERIFICATION AND CHANGE. PRD will be verified in conjunction with service record and EDVR verification. If PRD has not been assigned, appears erroneous, the individual is entitled to special tour options (additional OBLISERV, unaccompanied tours, etc.), submit a PRD adjustment request. A certified copy of NAVPERS 1070/605, History of Assignments (Page 5) is to be forwarded to the Assignment Control Authority, COMNAVPERSCOM (PERS-40) or EPMAC for non-designated/non-rated personnel. PRD cannot be changed by personnel diary entry.

- Request for PRD adjustment for the following reasons will be addressed to EPMAC (Code 40):

- Operational Hold (OPHOLD) requested from a command.

- Enlisted Manning Inquiry Report (EMIR) for a careerist indicating intention not to reenlist at Expiration of Active Obligated Service (EAOS).

- Discrepancies found by SPOC/readiness monitor when staffing PERSMARS or EDVR updates.

-- Personnel assigned to new construction or transitioning unit in order to comply with this manual.

EPMAC (Code 42) will continue to process request for submarine designated 1 and 2 personnel. All inquiries for non-designated SN/AN/FN will be addressed to EPMAC (Code 47). Inquiries on above double billets for Hospital Corpsman, Dental Technician, SEABEE, EOD, Divers and SEALs will be addressed to EPMAC (Code 44). PRD inquiries for situations not listed above will be addressed to the appropriate COMNAVPERSCOM code.

3.064 SPECIAL PROCEDURES FOR PRD MANAGEMENT OF ADVANCED ELECTRONIC FIELD (AEF) PROGRAM PERSONNEL. AEF Program personnel may be assigned to sea after completion of "A" school for a period of 18 months to gain at-sea experience prior to assignment to their guaranteed advanced training. The PRDs for these personnel are phased to ensure that sufficient personnel return to training to fill established "C" school quotas. Consideration for adjustment of these PRD's will be given on a case basis (i.e. to complete a cruise, complete submarine qualifications) contingent upon favorable endorsement by the Command and no resulting vacant "C" school seat.

3.065 PRD ADJUSTMENTS/ORDER MODIFICATIONS TO ACCOMMODATE DELIVERY DATES FOR FAMILY MEMBER'S CHILD (BABY HOLDS). On a case basis, requests for PRD adjustments/modification of orders will be considered and normally approved to preclude dependents travel within six weeks on either side of estimated delivery date. If special circumstances warrant, extensions beyond six weeks may be granted. A doctor's statement is not required by COMNAVPERSCOM; however, command approval should be based on locally available documentation. Requests shall be submitted to the appropriate ACA (EPMAC or COMNAVPERSCOM) via UNODIR message (info all concerned) and shall provide estimated delivery date in addition to any substantiating information.

3.066 BROKEN SERVICE. Personnel separated from the Naval service while serving on sea duty and subsequently returned to active duty within 90 days or within 6 months of separation if assigned RE-R1 reenlistment code will be assigned as follows:

- 0-6 months remaining on PST:

- Assigned to shore duty.

- 7 months or more remaining on PST:

- Assigned to sea duty for a period of 12 months or the completion of PST whichever is greater.

Personnel serving ashore and electing to be separated from active duty in lieu of reenlisting on board current duty station, the shore tour will be considered completed regardless of the amount of time which would have been remaining on NST had member elected to reenlist on board. In the event such an individual later reenlists, they will normally be reassigned to sea duty.

3.067 SPECIAL PROCEDURES FOR SURFACE NUCLEAR TRAINED PERSONNEL. While prescribed sea tours for surface nuclear trained personnel remain unchanged, Projected Rotation Dates (PRDs) will be set at 36 months for all initial sea tour personnel. All sea returnees will have their PRDs set in accordance with prescribed sea tours. The effect of this policy is to provide more latitude in distributing sea experienced surface nuclear assets. This policy will permit redistribution of senior E5 and E6 assets to fill critical fleet, training, and support billets.

3.07 TIME ON STATION (TOS) AND RETAINABILITY/OBLIGATED SERVICE (OBLISERV) POLICY.

When considering members for PCS transfer, TOS and retainability must be reviewed. The following general policies apply to the assignment and reassignment of individuals unless exempted by other articles within this manual, or a waiver is specifically approved by COMNAVPERSCOM. Authority to deviate from these policies rests with COMNAVPERSCOM.

3.071 TIME ON STATION (TOS) REQUIREMENT FOR REASSIGNMENT.

GENERAL: TOS is the minimum amount of time a Sailor is required to spend in the same geographic area (30-mile limit) within CONUS before executing a PCS transfer. The TOS requirement is established to stabilize the lives of service members and their families, and to help reduce PCS costs. When all other factors are equal, TOS is the primary consideration in selecting Sailors for reassignment.

REQUIREMENT: The TOS requirement for all assignments within or from CONUS is 36 months, and may be satisfied by one or more tours within the same geographic location. For example, a transfer before completing a 36-month tour from a command in Norfolk, VA to a command in Little Creek, VA would not break the TOS requirement because the areas are less than 30 miles apart. A transfer before completing a 36-month tour from a command in Bremerton, WA to a command in Everett, WA would break TOS because the areas are over 30 miles apart. TOS is computed from the month of arrival to the month of departure, inclusive.

EXCEPTIONS: Waivers of TOS requirements may be granted on a case-by-case basis by COMNAVMILPERSCOM. Members may also be reassigned within or from CONUS before completing the minimum TOS requirement under certain circumstances. In the case of 2 PCS transfers within the same fiscal year, see Chapter 15 (SECNAVFIND). Authorized exceptions to TOS requirements are:

TOS EXCEPTION	<u>REQUIRED TOS BEFORE TRANSFER</u>	<u>NOTES</u>
DECOMMISSION OR DISESTABLISHMENT OF COMMAND	NONE	IF NO OTHER BILLETS EXIST IN THE AREA
REASSIGNED TO AN OVERSEAS, SEA OR DEPLOYMENT-DESIGNATED FMF UNIT TOUR FROM SHORE DUTY	NONE	
MEMBERS IN SEA-INTENSIVE SKILLS REASSIGNED TO SEA DUTY FROM SHORE	24 MONTHS	SEA/SHORE ROTATION OF 48/36 OR GREATER
ACCESSED, REASSIGNED TO DIFFERENT DUTY STATION FOR INITIAL SKILL TRAINING OR ARE SEPARATED	NONE	
REASSIGNED TO DIFFERENT DUTY STATION FOR TRAINING OR EDUCATIONAL PURPOSES	18 MONTHS FOR 1 ST TERMERS. 24 MONTHS FOR CAREERISTS.	
REASSIGNED DUE TO MAJOR WEAPON-SYSTEM CHANGE OR UNIT CONVERSION	NONE	DOES NOT INCLUDE REPLACEMENT OF MEMBER SELECTED FOR NEW SYSTEMS OR UNIT
RETRAIN INTO NEW SPECIALTY & LOCATION IN CONJUNCTION W/REENLISTMENT (I.E., SCORE)	12 MONTHS	

SELECTS ANOTHER LOCATION AS A CONDITION OF REENLISTMENT	24 MONTHS	
SPOUSE CO-LOCATION	12 MONTHS	
ASSIGNED TO A DEFENSE AGENCY WHERE TENURE IS LIMITED BY STATUE	NONE	
SERVING UNDER A DOD PROGRAM WHICH PRESCRIBES DIFFERENT ASSIGNMENTS FOR STAFFING MANAGEMENT POSITIONS IN SUPPORT ACTIVITIES	NONE	
REASSIGNED TO A HUMS TOUR	NONE	
REASSIGNED TO DIFFERENT DUTY STATION IN PREPARATION FOR A UNIT DEPLOYMENT	NONE	
FIRST TERM SAILORS	NONE	
DISQUALIFICATION (LOSS OF SECURITY CLEARANCE, CERTIFICATION, ETC.)	NONE	IF NO OTHER BILLETS EXIST IN THE AREA

3.072 RETAINABILITY/OBLISERV REQUIREMENTS FOR REASSIGNMENT.

GENERAL: Retainability is the minimum amount of obligated active military service (OBLISERV) a member must have upon arrival at a new duty station after a PCS transfer, both in CONUS and overseas.

OBLISERV is required before reassignment to ensure members complete the prescribed tour. Waivers of OBLISERV requirements may be granted on a case-by-case basis by COMNAVMILPERSCOM.

Sailors shall not be transferred from their present duty station without obtaining the required OBLISERV for the prescribed tour. The transferring command is required to obtain the applicable OBLISERV, or report non-compliance via naval message to COMNAVPERSCOM (info COMNAVRESCUITCOM) within 30 days of receipt of PCS orders. If PCS orders do not specify any required OBLISERV, the minimum standards listed in this manual will apply.

REQUIREMENT: The following requirements are minimums only. Additional OBLISERV may be required for special programs or schools and are detailed in Chapters 4 (Overseas), 5 (Submarine), 7 (Service Schools), 8 (Reenlistment Incentives), 9 (Special Programs) and 10 (New Construction/Conversion) of this manual. Fleet Reserve eligible personnel must comply with MILPERSMAN 1830-040.

TRANSFER <u>FROM</u>	TRANSFER <u>TO</u>	OBLISERV
CONUS SHORE OR SEA	CONUS SHORE DUTY	2 YEARS
CONUS SHORE	CONUS SEA DUTY	1 YEAR
ANYWHERE	OVERSEAS SEA OR SHORE DUTY	DOD AREA TOUR
OVERSEAS	CONUS SEA OR SHORE DUTY	1 YEAR

OBLISERV will be acquired by reenlistment or extension of enlistment. Early SRB reenlistment/extension can be granted for personnel in receipt of PCS orders to meet the OBLISERV requirement (see OPNAVINST 1160.6A). In certain circumstances, COMNAVPERSCOM (PERS-451) will authorize the use of a NAVPERS 1070/613 (Page 13) entry in lieu of extension or reenlistment. Page 13s may be requested by (preferred) email (p451@persnet.navy.mil), naval message, letter, or fax (DSN 822-2693). Page 13s are not authorized without written approval from PERS-451. OBLISERV requirements will only be satisfied by reenlistment or extension and NOT by Page 13 for the following:

- Assignment to overseas duty (land-based or afloat)
- Initial enlistment school assignment programs: school guarantee, occupational specialty, nuclear field, advanced electronics field, programmed school input, non-school enlistee in recruit training, obligating for school assignment.
- Reenlistment programs (i.e., STAR, Guard 2000, etc.)
- Class "A" and some "C" schools and factory/contractor training.
- Advancement to E-7, E-8, or E-9
- Accelerated advancement program
- Assignment to school as a reenlistment incentive under Article 8.03
- Assignment to Navy/Marine Corps Intranet (NMCI) Network Operations (NOC) (refer to Article 9.66).

NON-COMPLIANCE/PERSONNEL ARRIVAL WITHOUT OBLISERV: Activities receiving personnel with insufficient OBLISERV shall report OBLISERV violations via a Personnel Arrival Without OBLISERV report (FIGURE 3B) to transferring command info COMNAVPERSCOM (appropriate Detailer and PERS-451) and cognizant Manning Control Authority. The purpose of this monitoring effort is to eliminate the negative impact on unit readiness that results from short tours and to preclude the expenditure of PCS funds for less than prescribed tour lengths.

3.073 PERMANENT CHANGE OF STATION (PCS) AND PERMANENT CHANGE OF ACTIVITY (PCA) MOVE DETERMINATION. Moves are classified as either PCS or PCA as defined below:

- Permanent Change of Station (PCS) "The assignment, detail, or transfer of a member of a unit to a different permanent duty station (PDS) under competent orders which neither specify the duty as temporary nor provide for further assignment to a new PDS, or direct return to the old PDS..."
- Permanent Duty Station (PDS). "The post of duty or official station, including a ship...to which a member is assigned or attached for duty other than "temporary duty" or "temporary additional duty." The limits of such posts of duty or official station will be the ship, or the corporate limits of the city or town in which the member is stationed..."
- Permanent Change of Activity (PCA) "Any no-cost (zero cost) assignment, detail, or transfer of a member from one UIC to another UIC within the same PDS".

Moves are further classified according to their associated costs as follows:

- Cost PCS Move A change of PDS for which the PCS costs exceed \$500. This type of move always requires the follow-on assignment of full DOD or SECNAV prescribed tour length, as applicable.
- Low-cost PCS Move Any change of PDS for which the PCS costs do not exceed \$500 and there is no change in PRD. There is never a no-cost PCS. Normally we would refer to the move from the Navy Annex to Naval Station, Anacostia as a no-cost move. However, it is actually a change of permanent duty station and members executing this move are entitled to travel and one day's per diem.
- No-Cost PCA Moves. A reassignment which does not involve a change of PDS, for example, an In-Place Consecutive Overseas Tour (IPCOT) or a reassignment from the Navy Annex (Arlington) to the Pentagon (Arlington). There are no entitlements associated with PCAs, except for Consecutive Overseas Tour (COT) leave travel in the case of IPCOT.

3.08 DELETED (see 3.07 FOR OBLISERV).

3.09 PRESCRIBED SEA TOUR (PST).

Sea tours are prescribed for communities as reflected in the current NAVADMINs. Normally, the sea tour shall not exceed five years or be less than three years in duration. Once a member commences a sea tour, they will complete the PST for the rate/pay/rating held (or selectee rate held) at time of the initial assignment to sea duty regardless of subsequent advancement (i.e., an IT3 ordered to sea duty will complete a 45 month PST, even though subsequently advanced to IT2 and reassigned to a new duty station during that sea tour). Sea tours listed in latest effective NAVADMIN are subject to revision as manning considerations allow. See article 3.06 for PRD changes when sea/shore rotation changes for entire community. PST for first-term personnel will be established in accordance with Article 3.20. Rotation for female personnel is outlined in Article 3.19.

3.10 SEA DUTY COMMENCEMENT DATE (SDCD).

A tour of sea duty starts when an individual reports to a permanent duty station classified as sea duty. Once the sea tour has started, the SDCD will be adjusted forward for periods of 30 days or more served in the following types of duty:

- Unauthorized Absence (UA).
- Duty Under Instruction (DUINS).
- Temporary Duty as student (TEMDUINS).
- Limited Duty (LIMDU).
- Temporary Duty in a Pre-Commissioning Status (PRECOM).
- Humanitarian Assignment (HUMs).
- Temporary Duty in Disciplinary Status.
- Temporary Duty as a patient.
- Continuous periods of Temporary Additional Duty (TEMADD), 6 months or more.
- Separation from active naval service for a period of up to 3 months.
- Pregnancy tour.

The adjustment period is computed from the day the member departs from a sea duty command to the day the member reports back to sea duty command. Only full 30-day periods will be counted. For example:

DETACH DATE	REPORT DATE	TOTAL TIME SPENT	ORIGINAL SDCD	NEW SDCD ADJUSTMENT
11 NOV 96	8 FEB 97	2 months, 29 days	OCT 94	+ 2 months = DEC 94
25 FEB 97	28 MAR 97	1 month, 4 days	JAN 97	+ 1 month = FEB 97
5 APR 96	17 FEB 99	2 years, 10 months, 13 days	DEC 94	+ 2 years & 10 months = OCT 97

Sea tours will be terminated upon an individual's transfer to a permanent duty station classified as shore duty (type 1, type 6 or duty including DUINS 18 months or longer) or separation from active naval service for more than three months. Procedures for precommissioning and fitting out are in Article 10.06.

Historically, individuals reverting to enlisted status from Warrant or Limited Duty Officer have been immediately assigned to sea duty to start the PST for their rating. Since new Warrant or Limited Duty Officers are initially assigned to sea duty, this will result in a double sea tour in some cases. Members reverting to enlisted status will receive consideration for sea duty served as an officer.

The SDCD must be recorded on the History of Assignments (Page 5) in the service record using the following sample format: SDCD: 99NOV.

To correct SDCD, forward requests by letter, fax or E-mail to PERS-451D4 using the sample format below (E-mail is the preferred method). A point of contact with E-mail address and/or phone number is **required** on all requests. Copies of the page 5 are not required nor desired unless specifically requested by PERS-451D4. Address requests to Navy Personnel Command, 5720 Integrity Drive, Millington, TN 38055. Fax (DSN) 882-2693 or (COM) 901-874-2693, E-mail: P451D4@persnet.navy.mil.

From: Commanding Officer, USS NEVERDOCK (USS 00)
To: Commander, Navy Personnel Command (PERS-451D3)

Subj: REQUEST FOR SEA DUTY COMMENCEMENT DATE (SDCD) CORRECTION

Ref: (a) ENLTRANSMAN 3.10

1. Request adjustment of the following SDCDs per reference (a):

RATE	NAME	SSN	FROM	TO	REMARKS
MM2	SAILER, JOHN Q.	123-45-6789	94 12	95 03	TEM DU ACC 330 3 SEP 97 - 17 DEC 97
SK3	JONES, BOB J.	012-34-5678	93 06	93 12	LIM DU ACC 105 6 JAN 94 - 20 JUL 94
AT1	SMITH, SLIM D.	987-65-4321	97 04	97 07	TEM DUINS ACC 341 OCT 97 - 13 JAN 98

2. POC: PN1 J. P. JONES, DSN 444-1234. Email: jonesjp@neverdock.navy.mil.

I. M. ATSEA
By direction

3.11 TOUR EXTENSIONS.

3.111 VOLUNTARY TOUR EXTENSION. (Also see Art 4.11, Overseas Tour Extension Incentives Program (OTEIP)).

3.112 PROCEDURE. Members desiring to extend their current tour of duty should initiate individual requests to COMNAVPERSCOM (PERS-40). Each request should be submitted between nine to twelve months prior to the member's PRD and be recommended by the member's Commanding Officer.

3.113 ELIGIBILITY. To be eligible for consideration of tour extension under the provisions of this Article, personnel must:

- Not be in receipt of PCS orders.
- Have Commanding Officer's Recommendation.

NOTE: Requests from personnel serving on types 3, 4, and 6 duty must contain a statement concerning suitability for continued overseas service in accordance with Chapter 4. The suitability determination shall include family member considerations if on an accompanied tour.

3.114 APPROVAL CRITERIA:

- Extensions will normally be granted in 12-month increments on a case basis, considering fleet/sea/shore balances for each rating.

NOTE: After approval of extension by COMNAVPERSCOM (PERS-40), the extension will not normally be canceled unless an exceptional hardship exists.

- Extensions of less than 12 months in length may be approved in special circumstances. (e. g., to complete deployment, etc.).
- Requests for extension in current command (type 2, 3, or 4 duty) will normally be approved so long as such extension does not result in manning in excess of billets authorized (BA) in the command's Manpower Authorization (MPA) for the member's rating.
- Requests for extension in current command (type 1 and 6) is normally not solicited nor approved, except in times of PCS constraints.
- Non-career designated personnel must incur sufficient OBLISERV to complete tours as extended.
- If extension on board is not feasible, due to manning in excess, member will be offered the option of transferring to another sea duty command in the same homeport/area.
- If another command in the same homeport/area is not available, member may extend for assignment to a command in another homeport/area with the following stipulations:
 - A minimum of two years OBLISERV will be required.
 - Where en route training in excess of four weeks is necessary, a minimum of two years OBLISERV plus training time will be required.
- To avoid the inequity that could result from an individual serving for an extended period in a preferred assignment, extensions will always be considered on a case basis.

3.115 SUBMISSION OF REQUESTS. Personnel shall utilize Enlisted Personnel Action Request (NAVPERS 1306/7), submitted via the chain of command to request sea tour extensions, in accordance with the above requirements.

3.116 INVOLUNTARY TOUR EXTENSIONS. During period of PCS funding constraints, COMNAVPERSCOM may be required to extend personnel involuntarily on tours in same unit or homeport/area.

3.117 PROCEDURE. COMNAVPERSCOM will ensure the following guidelines are adhered to when an individual's tour is extended involuntarily.

- Maximum DOD area tour for accompanied by family member/all others will not be exceeded, except as provided IAW Article 4.051.
- Member considered suitable for continued overseas service in accordance with Chapter 4.

3.12 SPLIT TOUR.

Split tours are defined as permanent change of station assignment between two activities in the same geographic location, the same geographic location is defined as any PCS move for which the total expected cost, including member's travel and transportation entitlements, does not exceed \$500.00. Any PCS move that exceeds the \$500.00 becomes a cost move and is considered as an assignment outside of the geographic location. Except as indicated below, members may request split tour reassignments effective at any time after they have served 24 months at the same activity and provided at least 24 months remain on their current sea or shore tour or CONUS or OUTUS tour. Members whose sea or shore, CONUS or OUTUS, tour is less than 49 months may request a split tour after 24 months if they agree to serve 24 months (regardless of PST/NST) at the second assignment and have sufficient obligated service to complete the 24 months. Split tour assignments will be made at no cost to the government. Approval of request for split tours, including Guard 2000 reenlistments.

3.121 Eligibility Requirements. The following requirements must be met prior to submission of request for a split tour:

- Overall evaluation of no lower than 3.0 for past 24 months.
- No mark below 3.0 in the past 24 months.
- Have a clear record, no non-judicial punishment during previous 24 months.
- Recommended for advancement and retention.

Favorable consideration of the above requests is contingent upon manning level at present command, availability of billet requested within the geographic location of present duty station, training and/or travel costs involved and recommendation by the CO. Eligible personnel should submit requests utilizing NAVPERS 1306/7, Enlisted Personnel Action Request. Approved requests will be effected 5 to 7 months after receipt of requests in order to program a relief. Split tour assignment is contingent upon member's prior execution of NAVPERS 1070/613, Administrative Remarks (Page 13), entry acknowledging the conditions of the assignment and by executing a NAVPERS 1070/621, Agreement to Extend Enlistment, to acquire sufficient obligated service, if required, prior to transfer.

NOTE: Split tour requests should not be confused with inter-fleet transfer requests.

3.13 INTER-FLEET TRANSFERS.

Inter-fleet transfers are part of the Enlisted Assignment System and requests for such assignments are submitted using NAVPERS 1306/63, Enlisted Duty Preference. Conservation of limited PCS funds dictates that inter-fleet transfers be strictly limited to those required to support fleet readiness and as may occur in conjunction with overseas assignments and assignments to duty under instruction for greater than 20 weeks. Preference for inter-fleet transfers will be considered by COMNAVPERSCOM (PERS-40) for petty officers and designated strikers as a normal process of assignment.

3.14 COMMANDING OFFICER SHIPBOARD OPERATIONAL HOLDS (OPHOLDS).

This policy applies to individuals serving in any type 4 duty unit (considered deployed at all times) or in a deploying Type 2 duty unit who are being transferred to another activity. For purposes of this Article, a deployment is considered to be an absence (excluding overhaul periods) from homeport of at least 120 days.

Commanding officers of Type 2 duty units may hold in abeyance (See Article 3.142) orders received for individuals scheduled to be transferred during the period starting 3 months preceding deployment (departure from CONUS or homeport) and ending the month deployment will be completed. Orders for individuals serving in Type 4 duty units may be held in abeyance at any time but OPHOLDS in these cases shall not extend more than two months beyond the area tour applicable to the individual. OPHOLD requests will be submitted as outlined below and referred to the appropriate MCA by EPMAC for concurrence.

3.141 OPHOLD GUIDANCE. Commanding officers may request OPHOLD status for individuals in the following circumstances:

- When the loss of the individual results in or exacerbates a C-3 personnel readiness condition on a deployed (120 days from homeport) Type 2/Type 4 unit.
- When the loss of an individual results in or exacerbates a C-3 personnel readiness condition on a deployable (excluding overhaul periods) Type 2 unit.
- When in the opinion of the CO, other appropriate justification exists.

NOTE: EXCEPTIONS. Commanding Officers should not request OPHOLD in the following circumstances:

- If the services of the individual can be spared without affecting mission accomplishment.
- Personnel may not be involuntarily extended beyond their EAOS without specific approval. MILPERSMAN 1160-050 refers.
- Non-designated SN, FN, and AN.

3.142 OPHOLD REPORTING. Commanding Officers who wish to delay orders in accordance with this Article will request such action by message to EPMAC with a copy to unit commander, type commander, fleet commander, COMNAVPERSCOM and receiving command if member is under orders Report Control Symbol COMNAVPERSCOM 1306-145. This report is to be made as soon as the necessity for an OPHOLD is determined.

Except in emergency situations, this report should be made at least 60 days

prior to transfer month. This report will indicate the month and year orders should be delayed. OPHOLDS submitted for personnel under orders issued to honor a reenlistment incentive shall note this fact and contain comment concerning the member's desire to delay, cancel, or request an alternate incentive. Effecting an OPHOLD will not by itself be justification for order cancellation. (Report Control Symbol COMNAVPERSCOM 1306-145 is effective for three years from date of this change).

3.15 NORMAL SHORE TOUR (NST).

Normal shore tours (NST) are prescribed for each rate and some NECs as reflected in the latest effective NAVADMIN. The tour length is directly affected by the ratio of sea billets to shore billets. In order to provide stability and an opportunity for a reasonable period of time ashore with family and friends, a minimum normal CONUS shore tour of 24 months is established.

3.16 SHORE DUTY COMMENCEMENT DATE (SHDCD).

Tours of shore duty commence when an individual first reports "For Duty" at an activity designated type 1 duty, and terminates when the individual completes the NST for his/her rating or voluntarily returns to sea duty prior to completion of NST.

3.161 DETERMINATION AND RECORDING OF SHDCD. If last permanent duty station was classified sea duty (type 2, 3, or 4 duty), SHDCD will be established as MO & YR reported.

- If last permanent duty station was classified shore duty (type 1 duty), SHDCD should already be recorded in service record and no further entry need be made. If SHDCD is not recorded, request determination from COMNAVPERSCOM (PERS-451D).

SHDCD will be automatically recorded by COMNAVPERSCOM; however, commands should enter newly established SHDCDs on page 5, Enlisted Service Record, upon the member's reporting aboard. The date should be verified once reflected in the EDVR.

- If last permanent duty station was classified as sea duty (type 2, 3, or 4 duty), SHDCD will be established as MO & YR reported. If last permanent duty station was classified as shore duty (type 1 duty), SHDCD should already be recorded in service record and MAPTIS and no further entry need be made.

3.162 VERIFICATION AND CORRECTION OF SHDCD. SHDCD will be reviewed when service record is verified. In the event SHDCD cannot be determined or it appears to be erroneous, request determination from COMNAVPERSCOM (PERS-451D). Establishment, or modification (if necessary), will be entered in MAPTIS by COMNAVPERSCOM. When SHDCD is reflected in the EDVR, make entry in page 5, Enlisted Service Record, citing EDVR as authority. No diary entry required.

3.17 SHORE DUTY CURTAILMENT.

Personnel serving on a NST who desire to return to sea duty may submit a request, using a NAVPERS 1306/7, Enlisted Personnel Action Request, to COMNAVPERSCOM via their Commanding Officer for shore tour curtailment. Favorable consideration will be given such requests provided:

- Member is not serving in a critical billet, i.e. MAGG, Joint Command, Company Commander, etc.
- Member is serving on type duty classified as Sea/Shore Code 1.

- Non-career member agrees to obligate for at least 24 months from date of reporting on board new command.
- Member will have completed at least 24 months onboard at transfer.
- Such transfer is in the best interest of the Navy.
- Requirement of remaining onboard current shore duty for two years will be waived on a case-by-case basis. Factors that will affect a waiver of the two-year onboard requirement are:
 - Projected manning at present duty station.
 - Sea-to-shore manning of member's rate/rating.
 - PCS costs for member and required relief.
 - Whether or not a SECNAVFIND is required.

Members whose approved early reassignment would create a vacancy at current activity requiring PCS move for relief will not normally be approved unless by command endorsement, a gapping of billet will be acceptable. Members who voluntarily terminate their tour of shore duty by executing the option to return to sea as specified in this Article, will commence a new PST on reporting to their new sea command.

Request for voluntary shore duty curtailment by members on Recruiting duty shall be submitted by the member via his or her chain of command to PERS-4010, Enlisted Shore Special Programs. Each case will be evaluated by COMNAVPERSCOM based upon available PCS funds and overall manning at sea in the member's rating. Upon approval, the Sailor will be transferred to sea duty without a relief. The command will not receive a relief prior to the member's original PRD.

3.18 RESERVED FOR FUTURE USE.

3.19 ROTATION FOR ENLISTED WOMEN.

The rotation pattern for enlisted women is defined as sea/shore (formerly identified as CONUS/OUTUS). The sea/shore rotation pattern will parallel their male counterparts, but sea duty opportunities will not be the same as their male counterparts because women are not authorized assignments onboard submarines or SEAL Team Special Boat Units (SBU's).

- Shore duty is defined as Type Duty Code 1 (CONUS SHORE).
 - Female personnel, both first termers and careerists, initially assigned to CONUS shore duty will have PRD's assigned consistent with the normal shore tour established by Article 3.15 and reflected in the latest effective NAVADMIN for their rate/rating.
 - Female personnel, both first termers and careerists, assigned to OVERSEAS DUTY will serve the DOD area tour length as prescribed in Figure 4A.
- Sea duty is defined as Type Duty Code 2, 3, or 4 (see article 3.03), a combination of sea duty (2 and 4), and overseas shore duty (3).
 - Women assigned to overseas shore duty (Type 3) will serve the prescribed DOD area tour length for that location. In cases

where the DOD area tour does not satisfy their PST, they will be assigned IAW article 3.051.

- Women assigned to non-rotated sea duty (Type 4) will serve the prescribed Navy area tour. They will be eligible for additional sea duty if this tour does not complete their PST.
- First term women will be assigned to (type 4) IAW Art 3.20.
- All Navy enlisted women are eligible for shipboard assignments. Restriction, such as accommodation constraints and prohibition from serving on certain types of ships, may preclude assignment to sea duty at prescribed PRD.
- Women serving on shore duty will be looked at for sea duty at their PRD in accordance with their normal rotation pattern.
- If a valid sea duty billet exists 6 months prior to PRD, the woman will be ordered to that billet.
- If no sea duty billet exists 6 months prior to PRD, the woman will be extended onboard 3 months beyond the current PRD.
- Six months prior to newly established PRD: If no sea duty assignments are available on the current requisition (reflecting 9 months out), Detailers will obtain an ADREQ from EPMAC and the Manning Control Authority or a release of "A" requisition onboard a sea duty unit which is a priority fill based on female manning. If an ADREQ is not approved, the woman will be available for other assignments with priority being given to overseas duty.
- Women will be informed of the possibility of extension onboard requirements at the beginning of their shore tour.

See Article 3.10 for recording and determination of sea duty commencement date and Article 3.161 for recording and determination of shore duty commencement date (SHDCD).

3.191 ASSIGNMENT OF PREGNANT NAVY MEMBERS. A member serving in the naval service with family members or in a pregnancy status is expected to retain a high degree of commitment to concurrently fulfill full professional responsibilities. No exemption from other personnel policies or preferential treatment by virtue of dependency or pregnancy status is expected. Commanding Officers shall ensure that the provisions of MILPERSMAN Article 1740-020 (Information Concerning Pregnant Members and Members with Dependents), OPNAVINST 1740.4A, and OPNAVINST 6000.1A are brought to the attention of any member desiring to serve in the Naval service while pregnant. Knowledge of these policies will eliminate possible conflicts between the role of maintaining the Navy's readiness and mobility posture and the role of parenthood. The following assignment policies apply:

- Pregnant women who are eligible for an overseas assignment will not be deferred from such assignment during pregnancy unless adequate military/civilian medical facilities with obstetrical capabilities are not available, housing (including alternate civilian housing) is not available or if member is in the advanced stage of pregnancy (7th-9th month). Transfer must be executed such that member arrives overseas prior to the 7th month.
- Pregnant women assigned to overseas activities where adequate military/civilian medical facilities with obstetrical capabilities housing

(including alternate civilian housing) is available will remain at those activities for completion of the tour.

- Women who become pregnant while assigned to overseas activities where adequate medical facilities, housing (including alternate civilian housing) are not available will be reassigned PCS to the nearest activity with a valid billet available. In these cases, the Commanding Officer of the pregnant woman will submit an availability report (Class Avail: DP) to the cognizant assignment control authority in accordance with Article 18.04. If member is sent PCS back to CONUS, her sea/shore rotation will be deferred during pregnancy and for four months following childbirth, unless she volunteers for earlier rotation.

-- Women who become pregnant while assigned to NAVSUPPFAC Antigua (UIC: 47277) shall be transferred prior to the 20th week of gestation.

- Overseas tour lengths are as listed in Figure 4A.
- Women who become pregnant while assigned to shipboard duty (units identified in SECNAVINST 1300.12) will not be immediately reassigned PCS to duty ashore, but may serve onboard up to the 20th week of pregnancy. As soon as a medical officer determines that a service member is pregnant, the Commanding Officer of the unit afloat will submit an Availability Report (Class Avail: DP) to the cognizant assignment control authority in accordance with Article 18.04. Ensure that the enlisted availability report includes the date the pregnant member will be in her 20th week of gestation, or the medical officer's determination that the member is unable to continue to perform shipboard duty, and in the case of deploying units, the date of deployment.

The unit health care provider in consultation with the Commanding Officer, shall decide in what capacity the individual may safely continue her shipboard assigned duties. This decision will be based on the health care provider's knowledge of potential hazards within the individual's workplace and possible effects of these hazards upon both the member and her unborn child. If there is any question regarding medical risks associated with exposure to certain work environments, the unit health care provider will consult an occupational medicine physician. The unit health care provider should also communicate with an OB/GYN physician responsible for prenatal care to determine whether there are special conditions that must be considered. The unit health care provider in consultation with the Commanding Officer shall determine whether the individual may safely continue her normal duties, continue to work aboard ship with duty modifications, or whether the member must be reassigned ashore. A pregnant member shall not remain aboard ship beyond the 20th week of gestation, or when the ship is underway if the time for medical evacuation of the member to a treatment facility capable of evaluating and stabilizing obstetric emergencies is greater than six hours. This six hour rule is not intended to allow pregnant women to routinely operate at sea, but rather to provide Commanding Officers flexibility during short underway periods such as changes in ship's berth, AMMO/Stores/Training anchorage's, transits to and from local shipyards, ETC. See OPNAVINST 6000.1A for additional guidance. No later than the 20th week, member will be reassigned ashore where adequate medical facilities are available and where government housing (or alternate civilian housing) is available.

- Women reassigned from shipboard duty, whose pregnancy does not come to term will be reassigned to shipboard duty. Reassignment following childbirth will be accomplished four months after childbirth following medical officer determination that member is fit for full duty, unless the individual volunteers for early rotation.

- Women assigned to shipboard duty will be credited with the time served on board prior to transfer due to pregnancy and will subsequently be reassigned only to complete the balance of their PST or a minimum 1 year tour, whichever is longer. For reassignment guidance see Chapter 2.
- Pregnant women may be transferred to schools provided projected delivery or known complications will not interfere with completion of course of instruction. Personnel enrolled in school will remain provided delivery date or medical condition as documented by medical officer, will allow uninterrupted completion of course of instruction. Questionable cases for "A" school assignment should be submitted to COMNAVPERSCOM (PERS-4010) and "C" schools to rating detailer with recommendation from medical officer.
- Women who become pregnant while assigned to aviation squadrons will be managed in accordance with OPNAVINST 6000.1.

3.192 ASSIGNMENT INVOLVING TEMADD. Assignment of women to ships for TEMADD is authorized wherever required in the performance of military duties or in support of required training. Such circumstances include but are not limited to, warfare orientation, assignment to AOE/AOR as members of Helicopter Combat Squadron (HC) detachments, assist teams, inspection teams, repair teams, planning conferences, etc.

- Accommodations for female personnel assigned to ships should be essentially the same as that provided males of similar pay grade. Sleeping quarters must be separate, with privacy provided by rigid bulkheads. Privacy in the use of head facilities must be assured. Access to these facilities should not entail violation of sleeping compartment privacy.

3.193 SHIPBOARD/SQUADRON GENDER INTEGRATION EMBARKATION CONFERENCE. A Gender Integration embarkation conference will be held approximately nine months prior to the scheduled embarkation of women. The conference will normally be convened and chaired by the Type Commander's representative, with attendees from the Manning Control Authority, COMNAVPERSCOM, EPMAC and the ship/squadron due to embark females. The conference will be held to review shipboard/squadron manning requirements, identify shipboard/squadron personnel who desire to cross deck or split tour in order to generate a requisition for a female to fill, and to identify females for possible assignment.

3.20 FIRST-TERM PERSONNEL ASSIGNMENT POLICY.

First term personnel are those who are serving on their first enlistment contract including operative extensions.

Members will be assigned a PRD per article 3.06.

Members on an 3-year or less contract will be given no more than one assignment (exclusive of initial basic and skills training) before their EAOS. If required to serve in a restricted tour overseas, they will be assigned to no more than 2 different geographic locations before their EAOS.

Members on an initial enlistment of more than 3 but less than 4 years will be given no more than one CONUS assignment before their EAOS following initial basic skills training. If assigned overseas, member will be given no more than 2 assignments before their EAOS.

Members on an initial enlistment of 4 or more years will be given no more than 2 assignments in different locations before their EAOS following initial basic and skills training regardless of tour length or location.

Members on their second assignment can be ordered overseas if they have the required obligated service for the DOD area tour.

Sailors electing to reenlist will complete their PST unless authorized to curtail their sea tour by negotiating through a reenlistment incentive program.

Floating Dry Dock Assignment:

- 4 YO Personnel - First two years of enlistment will encompass entry level training (RTC "A" school) and floating dry dock duty. Last two years of enlistment, member will be assigned to sea duty.

- 3 YO Personnel - Will not be detailed to floating dry dock.

HM "A" school graduates assigned an initial tour for clinical experience in CONUS will be reassigned to sea/OUTUS after completion of 24 months of active service. HMs assigned initial OUTUS tour will be available for reassignment to sea upon completion of the DOD area tour.

Individuals with six years initial obligated service, assigned to a sea duty activity for their first permanent duty station and guaranteed advanced training will be reassigned to receive training upon completion of a special 18 to 24 month sea tour (see Article 3.064). Upon completion of training and reassignment to sea duty, Sea Duty Commencement Date (SDCD) will be reestablished and PRD set to coincide with their EAOS or completion of PST whichever is less.

3.21 MILITARY COUPLE ASSIGNMENT POLICY.

The Chief of Naval Personnel supports the collocation of Navy members married to other military members. Every reasonable effort will be made for military couples to move together and/or serve together whenever possible. Assignments will normally be made to fill valid Navy requirements, considering the needs of the military family as well as the manning of the losing and gaining activities. Therefore, collocation and/or immediate reassignment may not always be possible. Collocation of Navy members with members of other uniformed services or services of other countries are much more difficult and also may not always be possible. Additionally, spouse collocation policy does not provide for assignment to duty near a civilian spouse, including civilian government employees.

Military couples desiring collocation must separately submit a request to their detailers with command endorsement, noting their military couple status and including the name, rank/rate, service, SSN of spouse, and number of current dependents. Each member must submit a copy of their spouse's request with their request to expedite communication between the respective detailers. Additionally, both members must be in agreement that collocation is desired. If not in agreement, each member will be detailed in accordance with their desires, consistent with the needs of the Navy. When requested, spouse collocation becomes the highest priority and main duty preference consistent with the needs of the Navy. Members should be aware that due to the difficulties involved in spouse collocation, fulfilling duty preferences for geographical location or type of duty/unit may not be possible.

Military couples not presently collocated, recently married, or not previously identified as a "military couple", can request reassignment consideration to achieve collocation providing the following criteria are met:

- Member requesting to be transferred has completed at least one year on board current duty station at the time of the transfer and, if required, a

contact relief is available. Every effort will be made to achieve collocation within one year of request. However, requirements regarding prescribed sea tours, obligated service/retainability, recently acquired skills and training will all be considerations in the processing of the request.

- Neither member is currently under orders to go into a training status. If one or both members are going into a training status, requests will be kept on file to help facilitate spouse collocation at the completion of the training assignment.

- A valid billet/requisition for which the member is qualified is available.

- Sea/shore rotations will be maintained whenever possible. When both members are eligible for sea duty, the spouse with the least amount of sea duty will normally be assigned sea duty. However, military couples comprised of new accession or first term personnel, may be involuntarily assigned to simultaneous sea duty. Military couples with dependents are required to maintain a current, workable dependent care plan.

- When one member is already on an OUTUS DOD tour, their PRD will be extended to match the PRD of the joining spouse.

When marriage occurs and/or requests are submitted after orders have been issued, orders may remain in effect. Modification will be considered if it will not result in a gapped billet, adversely affect the gaining command's readiness, or preclude use of recently acquired skill/training.

If the member is required to execute their orders, collocation action will be considered after 1 year, if collocation is still desired.

Members requesting training must be advised that they may not be eligible for spouse collocation consideration in conjunction with this training assignment. Additionally, members completing training will be assigned to an appropriate tour for these newly acquired skills, which may preclude or limit spouse collocation consideration for the duration of this post training assignment.

Military couples will not be permanently assigned to the same ship or the same shipboard deployable command (e.g. tender with multiple UICs or carrier and its associated carrier air wing). Additionally, members will not be assigned to the same command ashore with the same reporting senior without the gaining Commanding Officer's concurrence. Unusual circumstances may result in a couple being temporarily assigned to the same afloat activity. This paragraph does not require transfer of the members to rectify such a temporary situation.

In the case of a member on shipboard duty who marries another member assigned to the same ship or the same shipboard embarking command, the member who has completed the larger percentage of their prescribed sea duty tour (PST) will normally be reassigned as soon as possible. However, adverse impact on the ship's readiness may necessitate the transfer of the other spouse.

Military couples will not normally be involuntarily assigned to simultaneous sea duty tour (type 2 or 4). However, military couples comprised of first term personnel or initial accessions may require assignment to simultaneous sea duty consistent with the needs of the Navy and the member's training. Additionally, members that get married while on sea duty will be required to complete their sea tour, unless assigned to the same ship or the same shipboard embarked command.

Whenever possible, one member will be on sea duty while the spouse is on shore duty and their PRDs will be matched to facilitate future collocation requests. PRDs will reflect a 36-month rotation, regardless of PST or NST. It is imperative that military couples maintain a current, workable dependent care plan which can be utilized when needed.

Those individuals requesting spouse collocation that results in simultaneous sea duty must forward a copy of the following appropriate page 13 entry with their spouse collocation request. A copy is also to be retained in the member's service record. Appropriate page entry is:

- Military couples with dependents:

Date: "I have read and understand the Military Couple Assignment Policy as contained in the Enlisted Transfer Manual. I understand that simultaneous sea duty (Type 2 or 4) with my spouse requires me to complete the normal tour length of my assignment. My spouse and I have developed a dependent care plan which will be utilized when necessary."

Members' signature

Witnessed by: S. M. ROSATI
LCDR, USN, Personnel Officer

- Military couples without dependents:

Date: "I have read and understand the Military Couple Assignment Policy as contained in the Enlisted Transfer Manual. I understand that by being assigned to simultaneous sea duty (Type 2 or 4) with my spouse that I am required to complete the normal tour length of my assignment and that BAQ entitlements will only be paid to the senior member (if E5 or below) for that period."

Member's signature

Witnessed by: S. M. ROSATI
LCDR, USN, Personnel Officer

3.211 OPTIONS IF ASSIGNMENT WITHIN IMMEDIATE AREA OF SPOUSE NOT AVAILABLE. In the event reassignment of applicant to area of spouse is not feasible and spouse's reassignment is not desired (or also not feasible) COMNAVPERSCOM will normally disapprove applicant's request. The following options may be offered:

- Resubmission in 6 months for reconsideration.
- Assignment to the nearest available requirement within area of spouse's present assignment. It must be noted that acceptance of this option will require that applicant serve a minimum 24-month tour at the activity and would therefore, not be eligible for reassignment during that period, in the event a requirement nearer to spouse's duty station becomes available.

3.212 ASSIGNMENT OF HUSBAND AND WIFE TO ISOLATED DUTY STATIONS. The assignment of married Navy couples to isolated duty stations where an unaccompanied tour is directed may be authorized on a voluntary basis (except Diego Garcia). Such assignment is with the understanding that both husband and wife will be treated as individual service members and quarters for joint residence may not be available. Isolated duty areas are dependent restricted and dependent children are not authorized.

Requests for collocation will not be considered unless the members are married at the time of request. Exceptions may be granted in those rare cases when members engaged to be married are assigned to a command where marriage is not allowed (e.g. Diego Garcia) and the couple desires collocation on their follow-on tour.

3.213 REASSIGNMENT TO DIFFERENT ACTIVITIES. It is the desire of COMNAVPERSCOM that, when practicable. Requests for reassignment from members of an immediate family serving together on active duty at the same activity who no longer desire to serve together shall receive favorable consideration, provided there are no over riding military needs for the retention in the same unit. Requests for reassignments from enlisted personnel to be separated from a member of the same family shall reference this article and be submitted on the NAVPERS 1306/7, Enlisted Personnel Action Request. Unless specifically requested, members of an immediate family serving together shall not be reassigned until they become eligible for normal rotation, or until their reassignment is required to meet the needs of the service.

3.22 ASSIGNMENT OR REASSIGNMENT OF MEMBERS OF THE SAME IMMEDIATE FAMILY (EXCLUDING SPOUSE).

This article outlines the procedures for submission of requests for assignment or reassignment of members of the same immediate family serving on active duty in the U. S. Navy in other than hostile fire areas and establishes requirements to be met for submission of such requests.

Policies governing deferment of Navy personnel from duty in hostile fire zones are contained in OPNAVINST 1300.15. For the purposes of this article, family members include: Father, mother, sons and daughters, and all sisters and brothers in the following categories:

- A brother or sister of whole blood.
- A brother or sister of half blood.
- A brother or sister by adoption.

All personnel desiring shipboard family duty are required to sign the following page 13 entry:

Date: "I understand the potentially hazardous implication of family duty but desire this assignment."

Member's Signature

Witnessed by: S. MCLAMB
LCDR, USN, Personnel Officer

3.221 REQUIREMENTS FOR COST TRANSFER. COMNAVPERSCOM is desirous of favorable consideration by distribution authorities on official requests for transfer to serve with a member of an immediate family if individuals requesting transfers are otherwise eligible for reassignment under current distribution directives (i.e., near PRD) and provided:

- Urgent service requirements do not preclude approval.
- The receiving activity has an authorized requirement for the rate/rating/NEC concerned.
- The member requesting transfer has sufficient obligated service to serve a minimum of two years at the activity requested.

- Neither member is in receipt of PCS orders.
- Except for personnel in recruit or student status, members requesting transfer must complete a minimum of one year at the current duty station prior to the requested date of transfer.
- Requests submitted more than six months in advance of eligibility for transfer will be returned to originator.
- Member must have a clear record for the previous 12 months.

3.222 REQUIREMENTS FOR NO-COST-TO-THE-GOVERNMENT TRANSFER. When members would not normally receive the reassignment requested due to other considerations, such as PCS constraints or insufficient time in present fleet to meet inter-fleet transfer requirements, COMNAVPERSCOM has no objection to the issuance of no-cost-to-the-government transfer directives by distribution authorities provided the following criteria are met:

- Urgent service requirements do not preclude approval.
- The receiving activity has an authorized requirement for the rate/rating/NEC concerned.
- Where duty ashore is involved, the member requesting reassignment is eligible for shore duty and has sufficient time remaining on their normal shore tour to provide 12 months service at the receiving activity.
- The member requesting transfer has sufficient obligated service to serve a minimum of one year at the activity requested. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear trained personnel are required to have sufficient time remaining to complete a 24 month tour at the receiving command.
- Neither member is in receipt of PCS Orders.
- Except for personnel in recruit or student status, member requesting transfer must complete a minimum of one year at current duty station prior to the requested date of transfer.
- Requests submitted more than six months in advance of eligibility for transfer will be returned to originator.
- Member must have a clear record for the previous 12 months.
- Travel outside the continental United States via Military Airlift Command is not authorized on no-cost-to-the-government transfer due to industrial funding regulatory restrictions. Fleet Commanders may authorize utilization of fleet units for transportation where practical and feasible.

3.223 SUBMISSION OF REQUEST FOR ASSIGNMENT OF MEMBERS OF THE IMMEDIATE FAMILY. The request for assignment to duty with another member of the immediate family shall be submitted on a NAVPERS 1306/7, Enlisted Personnel Action Request to the appropriate Assignment Control Authority, via both member's Commanding Officers, and the non-requesting member. Requests from non-designated (SN/FN/AN) personnel shall be addressed to EPMAC via the Commanding Officer. In addition to the information required by the NAVPERS 1306/7, the request shall also include the following information:

- Requested date of transfer.

- Name, rate, social security number, PRD, and duty station and homeport (if applicable) of the other family member.

3.224 When the member originating the request for transfer is not eligible for reassignment under cost conditions, the following statement shall be executed on the Administrative Remarks (page 13):

Date: "I understand that if my request for transfer by reason of assignment to be with (relation of family member) is authorized, it will be as a result of my own request for my personal convenience, and is to be made at no-cost-to-the-government. I shall not be entitled to reimbursement for any expenses connected therewith (travel, household goods shipment, or POC shipment) and government transportation, including the use of Military Airlift Command is not authorized for myself and/or my dependents. I shall not be entitled to payment of dislocation allowance and my transfer will be made during a leave period with no proceed or travel time authorized."

Member's Signature

Witnessed: L. HENRY GUYCON
LCDR, USN, Personnel Officer

3.225 FORWARDING ENDORSEMENT ON REQUEST FOR TRANSFER TO BE NEAR FAMILY MEMBER. Each commanding officer shall make positive comment/recommendation as to desirability of having the family members serve together.

- Indicate if service record entry required by Article 3.224 has been executed.

3.226 ASSIGNMENT WHEN ONE MEMBER IS AN OFFICER. COMNAVPERSCOM has no objection to assignment in the same area of two members of the same immediate family where an officer and enlisted person are involved, providing:

- The requirements of Article 3.221 or 3.222 are met.
- Transfer is not to the same military command, provided there are at least two commands in the immediate areas.

3.23 SINGLE PARENTS.

Single parents are assigned utilizing the same procedures as other enlisted personnel. COMNAVPERSCOM recognizes the unique situations that occur when single parents are assigned to some types of duty/duty locations; however, a preferential assignment policy regarding single parents would be discriminatory toward other members. When it is determined that assignment to sea duty would involve hardship not normally encountered by other members of the naval service, a request for discharge/release to inactive duty for reason of hardship or dependency may be submitted to COMNAVPERSCOM in accordance with MILPERSMAN 1910-110.

3.24 ROTATION FOR CONSTRUCTION RATING PERSONNEL.

Personnel reporting to Type 6N commands on or after 01 June 94 will get credit for a neutral tour. Personnel reporting prior to 01 June 94 will receive credit for sea duty. Every Seabee can expect to complete an isolated tour sometime during a career. Personnel assigned to isolated tours can expect a split sea tour by beginning a prescribed sea tour (PST) on isolated duty, and then completing a follow on sea tour, generally in a Naval Mobile Construction Battalion. Based on the nature of Seabee assignments, occupation field 13

personnel assigned to isolated tour are no longer eligible for advanced assignment guarantee of paragraph 4.091. Personnel shall be assigned to the sea components of Amphibious Construction Battalion (ACB) without regard for gender.

3.241 SEA COMPONENT OF THE AMPHIBIOUS CONSTRUCTION BATTALIONS (ACB) ASSIGNMENT POLICY

- Personnel shall be assigned to the sea component of (ACB) without regard for gender.

3.25 POST CONFINEMENT ASSIGNMENT PROCEDURES.

Members transferred to a brig are divided into two separate types of transfers (1) Members being transferred for 30 days or less, who are assigned under TAD orders and (2) Members who are assigned for 31 days or more who are assigned under TEMDU orders. MILPERSMAN 1640-060 through 1640-100 and 1626-030 state members who are confined for 31 days or more will **not** normally be returned to their previous duty station, and members confined while en route to a new duty station will be reassigned to another comparable duty assignment. Occasionally there will be circumstances in which the return of a released prisoner would not be in the best interest of the command or the individual. In these cases Commanding Officers should at the time of confinement, submit a message request that the individual not be returned to the command, to COMNAVPERSCOM/EPMAC who will institute action for reassignment for the individual to another comparable duty assignment. This message shall be submitted in accordance with the below guidelines:

- For Rated/Designated personnel the message shall be sent to COMNAVPERSCOM (PERS-452) with an information copy to EPMAC. For Non-rated/Non-designated personnel the message shall be sent to EPMAC (Code 47).
- The activity where the brig is located and the local Discipline/Pass Office which serves the brig must be information addressees to allow for proper submission of the availability report in accordance with Chapter 18.
- The message must state the date the member was confined or transferred TEMDU for confinement and the reason why the member should not be returned to the command, i.e., loss of security clearance, loss of NEC qualification, morale and/or his/her return would cause high security risk of his/her well being.

The Chief of Naval Personnel may suspend a punitive discharge of members confined in Naval Consolidated Brigs. The Commanding Officer of a consolidated brig will request reassignment of such a member to a duty station other than the member's duty station at the time of court-martial. If applicable, a reassignment request by the brig will address loss of security clearance, loss of NEC qualifications, and change in rate.

3.26 CHIEF PETTY OFFICER (E-7/8/9) SEA/SHORE ROTATION.

Sea/shore rotation for Chief Petty Officers (E-7/8/9) with 19 years active service consists of the rate tours as listed in the current NAVADMIN, but the shore tour will not be less than 36 months.

3.27 COMPTOUR/REASSIGNMENT OF EXCESSES ASHORE.

A COMPTOUR is the reassignment of excess personnel prior to PRD from one shore activity to another for the purpose of resolving a critical manning situation. It is used as a last resort action when manning deficiencies cannot be

resolved through the normal process. A rating is in excess when the number of personnel projected on board is above the BA/NMP and is projected to remain there through the P12 window. A nominee for this type of reassignment must be in the requested pay grade and have 12 or more months remaining until PRD. All attempts will be made to make the reassignments no cost PCS moves. Reassignments that incur PCS cost must be IAW provisions of Article 3.07.

3.28 ASSIGNMENT WHEN NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS.

OPNAVINST 6110.1 (series) and current NAVADMINs describes the administrative action to be taken for members who are in non-compliance with physical readiness standards. Failure of physical fitness assessment's (PFA) will not limit assignments except when a member cannot obligate for the minimum obligated service. Members who are out of standards may transfer; however, assignment to certain duties (i.e. instructor, recruiting, etc.) will continue being restricted to members who are within standards.

3.29 SECURITY LIMITATIONS FOR SURFACE NUCLEAR POWERED SHIPS.

Personnel who are not U.S. citizens will not be assigned to surface nuclear powered units in commission, overhaul, or new construction with exception of those personnel from the following ratings: ABE, ABH, AD, AM, AK, AME, AMH, AMS, AS, AF, PR, and DK. Non-U.S. citizens shall not have access to Naval Nuclear Propulsion Information and the nuclear propulsion plant spaces. The above ratings, if assigned to an NNPI UIC, shall only be assigned to CVNs.

3.291 SECURITY LIMITATIONS FOR NUCLEAR REPAIR FACILITIES. Personnel who are not U.S. citizens will not be assigned to nuclear repair facilities including the repair departments of nuclear capable Submarine and Destroyer Tenders (AS/AD).

3.30 GENDETS ADVANCED TO AN AVIATION RATING, SEA/SHORE ROTATION.

GENDETS advanced to aviation rating in activities where no billets exist will be reassigned using the flow chart contained in Figure 3B. Upon notification of advancement, members should contact their rating detailer to determine their options. If no contact is made within 60 days it will be assumed member is not willing to OBLISERV and will be assigned accordingly.

3.31 FLEET SURGICAL TEAMS (FST).

Two year tour lengths for all enlisted personnel. Assignment to FSTs will satisfy the prescribed sea tours for enlisted members.

3.32 TRANSFER OF PERSONNEL TO OPERATIONAL DUTY.

Personnel being transferred to operational commands (type duty codes 2) must be screened to ensure they are able to perform the duties to which they are being assigned. An Operational Suitability Screening will be completed for the service member only, on a priority basis in accordance with BUMEDINST 1300.2(series).

3.321 The suitability screening process and report will be completed within 30 days of receipt of orders. The transferring command will notify the gaining command and NAVPERSCOM of the screening results using FIGURE 3C. If a delay is anticipated beyond the 30-day deadline, notify the gaining command and NAVPERSCOM with a "status pending" message, stating the reason for delay and anticipated completion date.

3.322 For significant medical issues identified during screening contact the gaining command for acceptance in accordance with BUMED 1300.2.

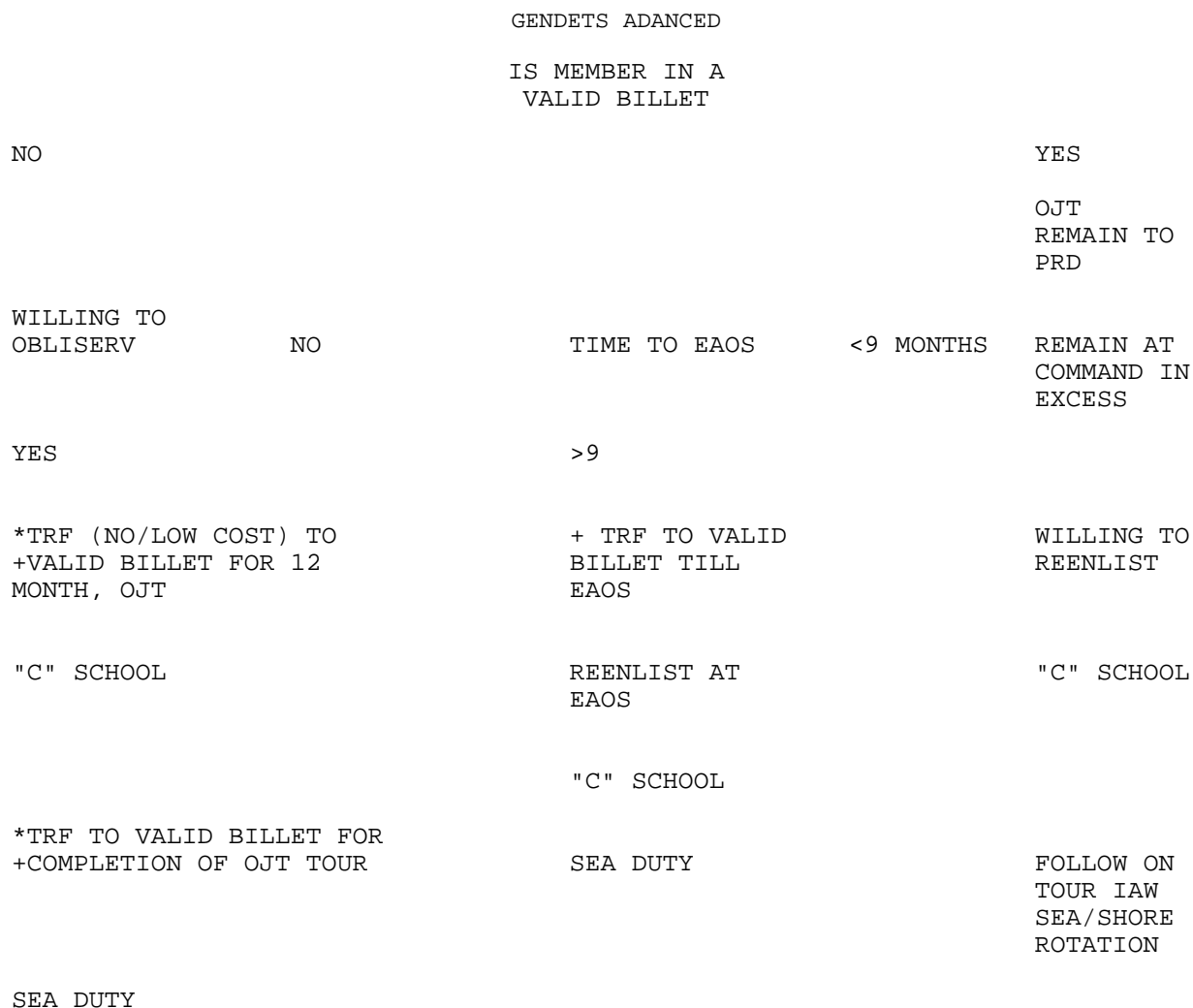
Note: Any reports of unsuitability will require that the transferring command provide detailed reason(s) for the finding. Recommendation from both the transferring command and the screening MTF for probable suitable assignment locations or other type units for any member found to be unsuitable for assignment to a specific location are highly desirable. Additionally provide any administrative action taken (i.e. MED HOLD, MEDBOARD, LIMDU, or ADSEP etc...).

PERSONNEL ARRIVAL WITHOUT OBLISERV REPORT

FM RECEIVING COMMAND//JJJ//
TO PREVIOUS DUTY STATION//JJJ//
PREVIOUS DUTY STATION PSD (IF APPLICABLE)//JJJ//
INFO Appropriate Manning Control Authority
COMNAVPERSCOM MILLINGTON TN//Appropriate Detailer/PERS-45//
EPMAC NEW ORLEANS LA (ICO NON RATED/DESIGNATED SN/AN/FN)//EP471//
BT
UNCLAS//NO1300//
MSGID/GENADMIN/RECEIVING CMD//
SUBJ: PERSONNEL ARRIVAL WITHOUT OBLISERV//
REF/A/DOC/COMNAVPERSCOM/01JAN90//
AMPN/NAVPERS 15909G/ENLTRANSMAN CHAP 3//
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO TRANSFERRING COMMAND
FAILURE TO OBTAIN OBLISERV PRIOR TO PCS MOVE TO THIS COMMAND:
A. MEMBER: NAME/RATE/SSN.
B. TRANSFERRING COMMAND AND UIC.
C. DATE RECEIVED.
D. NAME/RANK/RATE/TITLE OF INDIVIDUAL SIGNING STANDARD TRANSFER
ORDER/DATE.
E. DATE OF ORDERS.
F. OBLISERV REQUIREMENT IN ORDERS/COMPLY WITH ITEM.
G. HAS MEMBER ELECTED TO INCUR OBLIGATED SERVICE.
H. AMPLIFYING REMARKS.//
BT

FIGURE 3A

FLOW CHART FOR GENDET ADVANCEMENTS TO AVIATION RATINGS



*Total time will not exceed sea time spent or NST whichever is less.
 +TRFs will be no cost/low cost (\$500.00 or less) same as for split tour.

FIGURE 3B

OPERATIONAL SUTIABILITY SCREENING REPORT

Suitable

FM Transferring command

TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB/PERS-832/PERS-xxx (applicable CODE for detailer)//

EPMAC NEW ORLEANS LA //EP 47// (for non-rated)

INFO BUMED WASHINGTON DC//MED-02//

Gaining command

BT

UNCLAS //N01326//

MSGID/GENADMIN//

SUBJ/SUITABILITY FOR OPERATIONAL SCREENING ICO name, rate/ssn//

REF/A/DOC/CNPC/YMD//

REF/B/DOC/BUMED/17FEB00//

REF/C/DOC/NPC/YMD//

REF/D/DOC/BUPERS ORDERS/YMD//

NARR/REF A IS ENLISTED TRANSMAN, REF B IS BUMEDINST 1300.2

OPERATIONAL SCREENING REQUIREMENTS, REF C IS MILPERSMAN ARTICLE 1306.030

OPERATIONAL SCREENING PROCESS, REF D IS ORDERS dtg//

POC/name/rank/unit identifier/TEL:DSN/comm/email if app.// POC IS MANDATORY

RMKS/1. OPERATIONAL SCREENING IAW REFS A THRU D COMPLETED. SNM IS SUITABLE.

2. REASON FOR SCREENING:

(A) ORDERS IN HAND TO TYPE 2,3, OR 4 DUTY

(B) 12 MOS PRIOR TO PRD/PCS TO TYPE 2,3, OR 4 DUTY

(C) CONCLUSION OF TLD AND IF WITHIN 12 MOS OF COMPLETION OF SHORE TOUR AS ADJUSTED

(D) FOUND "FIT FOR DUTY" BY PEB AND IF WITHIN 12 MOS OF COMPLETION OF SHORE TOUR AS ADJUSTED

(E) 12 MOS PRIOR TO EAOS AND PRIOR TO OBLISERV

3. REASON FOR DELAY OF SCREENING, if applicable.//

BT

NNNN

Note: all lower case characters require input.

FIGURE 3C-1

Unsuitable

FM Transferring command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB/PERS-832/PERS-xxx (applicable CODE
for detailee)//
EPMAC NEW ORLEANS LA //EP 47// (for non-rated)
INFO BUMED WASHINGTON DC//MED-02//
Gaining command
Screening MTF
Gaining MTF
BT
UNCLAS //N01326//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL SCREENING ICO name, rate, ssn//
REF/A/DOC/CNPC/YMD//
REF/B/DOC/BUMED/17FEB00//
REF/C/DOC/CNPC/YMD//
REF/D/DOC/BUPERS ORDERS/YMD//((if applicable)
NARR/REF A IS ENLISTED TRANSMAN, REF B IS BUMEDINST 1300.2 OPERATIONAL
SCREENING REQUIREMENTS, REF C IS MILPERSMAN ARTICLE 1306.030 OPERATIONAL
SCREENING PROCESS, REF D IS ORDERS dtg//
POC/name/rank/unit identifier/TEL:DSN /TEL:DSN/comm/email if app.// **POC IS**
MANDATORY
RMKS/1. OPERATIONAL SCREENING IAW REFS A THRU D COMPLETED. SNM IS UNSUITABLE
FOR (list specific UIC/billet - THIS WILL APPLY TO 2(A) BELOW) or (OPERATIONAL
DUTY IN GENERAL - THIS WILL APPLY TO 2(B) BELOW).
2. REASON FOR SCREENING:
 (A) ORDERS IN HAND TO TYPE 2,3, OR 4 DUTY
 (B) 12 MOS PRIOR TO PRD/PCS TO TYPE 2,3, OR 4 DUTY
 (C) CONCLUSION OF TLD AND IF WITHIN 12 MOS OF COMPLETION OF SHORE TOUR AS
 ADJUSTED
 (D) FOUND "FIT FOR DUTY" BY PEB AND IF WITHIN 12 MOS OF COMPLETION OF SHORE
 TOUR AS ADJUSTED
 (E) 12 MOS PRIOR TO EAOS AND PRIOR TO OBLISERV
3. REASON FOR UNSUITABILITY: (medical officer's diagnosis)
4. RECOMMENDATION FROM MTF, CO, AND FLEET MEDICAL OFFICER (PER REF B):
 (A) ALTERNATE OPERATIONAL PLATFORM
 (B) OTHER OVERSEAS ASSIGNMENT/LOCATION
 (C) CONUS SHORE DUTY
 (D) LIMDU
 (E) PEB
5. COMMANDING OFFICER'S RECOMMENDATION
BT
NNNN

Note: All fields require input.

FIGURE 3C-2